



March 1, 2006

RECEIVED
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Amy Chan
City Manager
CITY OF SUNNYVALE
456 West Olive Avenue
Sunnyvale, CA 94088

Subject: Appointment to VTA's Bicycle & Pedestrian Advisory Committee For New Term

Dear Ms. Chan:

On behalf of VTA's Bicycle & Pedestrian Advisory Committee (BPAC), I request that the City of Sunnyvale appoint its representative to the BPAC for the new term beginning July 1, 2006.

The BPAC is a sixteen-member committee that advises VTA's Board of Directors on planning and funding issues for bicycle and pedestrian projects. The BPAC bylaws specify that each member is appointed to a two-year term and that representatives may be re-appointed to consecutive terms. The appointee must be a member of Sunnyvale's local bicycle advisory committee, shall live, work, or both in Santa Clara County during their term, and cannot be City of Sunnyvale staff. Sunnyvale has one membership position on this committee. A copy of the BPAC bylaws has been enclosed for your convenience.

The term for Sunnyvale's current BPAC representative, David Simons, expires on June 30, 2006. Mr. Simons is a member in good standing, has served the BPAC well and is eligible for reappointment.

Since representation on the BPAC is very important, it is requested that Sunnyvale initiate the necessary action to either reappoint Mr. Simons or appoint another representative to this committee as soon as possible. All BPAC appointments require confirmation by the VTA Board of Directors.

When Sunnyvale has selected its appointee, the protocol for official notification is to send VTA a brief letter. This letter should indicate your appointee's official title, full address including city of residence, be on official stationery and signed by an authorized representative. If appointing a new member, the letter should also include the appointee's daytime telephone number, email address, fax number, and a brief biography of the appointee (usually one or two paragraphs maximum that indicates their background, occupation, employer, etc.).

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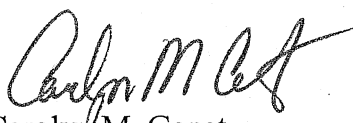
For expediency and surety, please fax a copy of the signed letter and mail the original to:

Fax: (408) 955-0891

U.S. Mail: VTA Board Secretary
3331 North First Street, Building B
San Jose, CA 95134-1906

Your assistance with this appointment will be greatly appreciated. If you have questions, please contact either Stephen Flynn of my staff at 321.5720 or myself at 321.5725.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Carolyn M. Gonot', is written over the typed name.

Carolyn M. Gonot
Chief Development Officer

Enclosure

c: Jack Witthaus, Technical Advisory Committee (TAC) Member
Maria Marinos, VTA Board Secretary